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REVISION HISTORY			
REV	Description of Change	Author	Effective Date
–	Initial Release	D. Hamm (Lead) C. Kleiber	7/16/98
A	Document renumbered from 53.IN.0011 and clarifications made based on rewrite of the ARC Centerwide System Level Procedures (September 1998) and recommendations from internal auditors	L. Reid C. Kleiber A. Grady D. Tweten	11/10/98
B	Updated to center-wide format.	A. Grady	4/27/99
C	Major rewrite	C. Kleiber	8/16/99
D	Major rewrite	S. Thomas C. Williams D. Hamm	6/20/00

REFERENCE DOCUMENTS	
Document Number	Document Title
53.ARC.0016	Quality Records
	Code IN Operations Manual

Documents referenced in this procedure are applicable to the extent specified herein.

## 1. Purpose


This procedure establishes how Code IN enables access to computer cycles within Code IN.

## 2. Scope

This procedure applies to all personnel who are responsible for enabling access to computer cycles within Code IN.

## 3. Definitions and Acronyms

- |      |                                    |                                                                                                               |
|------|------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 3.1. | Customer                           | Program Office Manager or designated staff member(s)                                                          |
| 3.2. | Division Office<br>Program Liaison | Member of the division office who is responsible for collecting requirements from customers and transitioning |

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them to the UIC


- |                               |                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 3.3.   GID                    | Group Identifier: UNIX definition of a resource identifier; members of the same “GID” can share data and allocations on a resource |
| 3.4.   UIC                    | Use Interface Coordinator                                                                                                          |
| 3.5.   Principle Investigator | Numerical Aerospace Simulation (NAS) Customers                                                                                     |

#### 4.   **Flowchart**

There is no applicable flowchart for this procedure.

#### 5.   **Responsibilities**

- 5.1.   **UIC** shall:
- Assist Program Office with proposal process.
  - Provide support groups with identified requirements and relevant data to ensure requirements are met.
  - Develop, maintain, and deliver to the Web Group per customer requirements: Project Cover Sheets (IN 003), Foreign National Forms (AHB-8.2 and NF 531), and Account Request Forms (IN 002) for on-line posting.
  - Process Account Request Forms (IN 002), Project Cover Sheet (IN 003), Request for Foreign National Computer Access form on approved/accepted projects.
- 5.2.   Principle Investigator shall:
- Submit online proposal.
  - Instructs users to submit Account Request Form via url.
  - Submit technical summary.
- 5.3.   Program Offices shall:
- Approve/deny proposals.
- 5.4.   Code IN Web Group shall:
- Coordinate online proposal process.
  - Ensure technical summary submission is in place.

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- Assist Users during submission process to ensure proposals can be submitted as defined in requirements.

5.5. Control Room shall:

- File Account Request Form and other appropriate forms
- Notifies users of passwords.

## 6. Procedure

6.1. The UIC shall receive program office requirements from the Division Program Office Liaison. If the requirement is to add user accounts, go to section 6.2, otherwise, continue to 6.1.1.

6.1.1. The UIC shall through an electronic process:

- Coordinate with Web Group to ensure online proposal process is prepared for user submission.
- Email Program Offices Announcement of Opportunity letter for revision.
- E-mail out finalized Announcement of Opportunity letter to Principle Investigators once finalized version is received from Program Offices.

6.1.2. The Principle Investigators shall:

- Submit online proposal

6.1.3. The UIC shall then:

- Coordinate Computer Science Reviews.
- Notify Program Offices of proposals to be reviewed.

6.1.4. The Program Offices shall:


- Notify the UIC approval/denial of proposals.

6.1.5. The UIC shall:


- E-mail Principle Investigator of approval/denial of the awarded allocation hours.

If hours for allocation is awarded, then instructions for submission of the Account Request Form and Foreign National Forms (if applicable) are included.

6.1.6. The Principle Investigator informs users to submit their Account Request Form via url.

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- 6.2. The user shall submit via US mail or fax to the UIC:
- Account Request Form (IN 002)
  - Project Cover Sheet (IN 003), if applicable.
  - Foreign National Forms (AHB-8.2 and NF 531), if applicable.
- 6.3. The UIC shall verify that fields 1-13 of the Account Request Form are complete.
- 6.4. If the Account Request Form is not complete, the UIC shall return to user for re-submission.
- If complete, the UIC shall:
- Create/enable user accounts via database, which automatically notifies the Control Room and user via email that account has been established.
  - Fill out fields 14-19 of the Account Request Form.
  - Delivers Account Request Form to Control Room.
- 6.5. The Control Room shall:
- Notify the user of their password via phone
  - File the Account Request Form
- 6.6. If Project Cover Sheet is applicable, the UIC shall review fields 1-14. If not complete, the UIC shall return to user for re-submission.
- If complete, the UIC shall:
- Create group via database.
  - Fill out Account Admin. Section in Program Cover Sheet.
  - Files away.
- 6.7. If Foreign National Form is applicable, the UIC shall review for completeness and contacts user by telephone for correct information.
- If complete, the UIC shall:
- Make copy
  - Enters user information to spreadsheet (user name, GID applied for, received/sent date.

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- Acquire NAS security signature.
  - Sends original copy to AMES security via US mail.
  - Files copy.
- 6.8. Once UIC receives approved forms from AMES security, the UIC shall then create/enable user accounts via database which automatically notifies the Control Room and user via email that account has been established.
- 6.9. If a requirement is a technical summary report, the UIC shall:
- 6.9.1. The UIC shall:
- Coordinate with Web Group to ensure the electronic submission site of technical summary is in place.
  - Electronically notify Principle Investigator when technical summaries are due.
- 6.9.2. Principle Investigator submits technical summaries via online submission site.
- 6.9.3. The UIC shall:
- Coordinate with the Web Group on process review cycle.
  - Approves finalized publication for web posting.
- 6.10. If a requirement is to publish a monthly YTD report, the Web and Database Administrator shall automate the effort of downloading and posting the utilization reports on web.

## 7. Metrics

There is no applicable metric for this procedure.

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## 8. Records

The following Quality Records shall be generated and managed in accordance with 53.I.0016 and 53.ARC.0016.

Identification	Proposal	Proposal Signature sheet	Project Cover Sheet	Account Request Form	Monthly Utilization Report	Year End Util. Report	Technical Summaries
Collection	WEB Group	User Interface Coordinator	User Interface Coordinator	Control Room/ COSMO	Data Base Group	Data Base Group	Web Group
Indexing	Random Unique number	Random index number Sorted by GID	Funding Source GID	Alpha. by Last name, First name	Monthly	FY	GID
Accessing	Resp. Manager, PI, Support Staff	Generally Available	Generally Available	Anyone who has access to N258/226	Generally Available	Generally Available	Generally Accessible if Authorized
Filing	Electronic-ly Filed	Physically Filed	Physically Filed	Physically Filed	Electronic-ly filed	Electronic-ly Filed	Electronic-ly Filed
Minimum Retention	3 years	3 years	3 years	3 years	3 years	3 years	3 years
Maintenance	Computer Env'mnt	Office Env'mnt	Office Env'mnt	Office Env'mnt	Computer Env'mnt	Computer Env'mnt	Computer Env'mnt
Disposition	Contact Center Records Mgmt.	Contact Center Records Mgmt.	Contact Center Records Mgmt.	Contact Center Records Mgmt.	Contact Center Records Mgmt.	Contact Center Records Mgmt.	Contact Center Records Mgmt.
Storage	Electronic-ly	N258/232 In a binder	N258/232 In a binder after FY end.	N258/226 filing Cabinet	Electronic-ly	Electronic-ly	Electronic-ly

## 9. Form(s)

The following forms are applicable to this procedure.

Form Number	Form Title
AHB-8.2 and NF 531	Foreign National Forms
IN 002	Account Request Form
IN 003	Project Cover Sheet